

### Instructions for Reopening the REP

To request that the EOY 2016 REP be reopened for your district, your superintendent or official lead administrator, as identified in the Educational Entity Master (EEM), must submit a signed letter on district letterhead to CEPI. The letter must include the following information:

- An official request to reopen the collection
- The reason your district is requesting to reopen the collection
- The number of affected records
- When you will anticipate being ready to submit your data and how long you believe it will take to do so

Please fax the letter to 517-335-0488. Once your request has been received, CEPI will contact your authorized REP users with further instructions. Districts with approved requests will be able to make any necessary corrections to their REP submissions beginning Monday, July 11 through 11:59 p.m. EDT on Thursday, July 14.